

Reclamation Manual

Directives and Standards

FOR OFFICIAL USE ONLY

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FOR SENSITIVE BUT UNCLASSIFIED INFORMATION

WARNING: THIS INFORMATION IS FOR OFFICIAL USE ONLY AND MUST BE PROTECTED. THIS US GOVERNMENT DATA MAY BE EXEMPT FROM FURTHER PUBLIC RELEASE UNDER THE FREEDOM OF INFORMATION ACT (5 U.S.C. 552). THIS INFORMATION MUST BE CONTROLLED IN ACCORDANCE WITH APPLICABLE BUREAU OF RECLAMATION DIRECTIVES. THE FURTHER DISTRIBUTION OF THIS INFORMATION REQUIRES PRIOR APPROVAL FROM AN AUTHORIZED RECLAMATION OFFICIAL.

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7-2564 (4-06)
Bureau of Reclamation

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Reclamation's FOUO Handling Procedures

- (1) Designates general FOUO handling procedures.
(2) Designates additional procedures for **HIGHLY SENSITIVE** information.

Marking	
Marking	(1) Prominently mark the center top and bottom on the front, first page, title page, and each individual page containing FOUO information with the designation: "FOR OFFICIAL USE ONLY" in capital letters. (2) HIGHLY SENSITIVE//FOR OFFICIAL USE ONLY .
IT media	(1) Mark or label "FOR OFFICIAL USE ONLY" or "FOUO". (2) Mark or label " HIGHLY SENSITIVE//FOR OFFICIAL USE ONLY " or " HS//FOUO ".
Storage	
Storage (includes laptops)	(1) Store in locked building, or in a locked file cabinet, desk, drawer, or similar locked compartment. (2) Highly sensitive information must be stored in a locked file cabinet, desk, drawer, or similar locked compartment.
IT System	(1) Store on any accredited Government IT system. (2) Store in encrypted form on an accredited Government IT system.
Transmission	
Transmission within U.S. and its territories	Transmit in an opaque sealed envelope or container. Place address on outside of envelope and mail USPS First Class Mail or accountable commercial delivery service.
Overseas	May be hand carried or transmitted directly if serviced by a military postal facility, e.g. APO, FPO or State Department Courier Service
Inter-Office	May be entered into an inter-office mail system in sealed opaque envelope
Fax	FAX Cover sheet with FOUO disclosure statement.
E-mail	(1) Encryption is not required (2) Encryption is required for HIGHLY SENSITIVE information
Internet Posting	Posting on the internet is not authorized
Intranet Posting	(1) May be posted on password-protected networks (2) Posting is not authorized for HIGHLY SENSITIVE information
Other	
Cover sheet	(1) Optional. (2) Required for HIGHLY SENSITIVE information.
Dissemination	Authorized personnel only, based on need-to-know; security clearance is not required
Discussions	(1) FOUO may be discussed on a regular telephone system. (2) HIGHLY SENSITIVE information is not to be discussed over telephones excepted under emergency conditions.
Retention	Retain in accordance with Reclamation's Information Management Handbook – Volume II.
Destruction	Destroy printed paper materials by shredding, burning, pulping, or pulverizing, such as to assure destruction beyond recognition and reconstruction. Electronic storage media (disks/CD's/tapes) must be sanitized by degaussing, wiping, erasing, or physical destruction.
Incident Reporting	Report incidents to the appropriate Security Officer.
IT Incident Reporting	Report incidents to the Computer Security Incident Response Team.

* For additional information see Reclamation's Information Security Directives and Standards